

PRETREATMENT PROGRAM MANAGER

DEFINITION

Under direction, is responsible for administering the industrial wastewater monitoring and pretreatment programs in accordance with federal, state and local regulations and legislation; performs related duties as required.

EXAMPLES OF WORK (May not include all of the duties that may be performed.)

Supervises employees engaged in industrial investigative activities, which include the review of wastewater sampling, monitoring, and other administrative activities, to determine if company's method of wastewater discharge is in compliance with regulations; supervision includes conducting performance evaluations, approving/disapproving leave requests, and/or initiating disciplinary action;

Oversees the maintenance and updating of records on regulated industries in accordance with current applicable requirements;

Reviews construction plans for industrial wastes pretreatment facilities to ensure compliance with applicable regulations;

Meets with top-level management, technical, and legal departments of industrial users concerning compliance issues;

Prepares the annual operating budget and capital improvements budget for the pretreatment program;

Prepares documents, including regulatory reports, relating to the pretreatment program for his/her own, supervisor's and the Director's signature;

Sets sampling and discharge rates;

Coordinates field sampling assignments with the surveillance lab testing schedule;

Supports stormwater monitoring, spill investigation, and illicit connection/discharge efforts as directed by the Stormwater Management Program;

Reviews technical literature and attends meetings to keep informed of changes in the pretreatment field and applicable regulations;

Reviews and analyzes characteristics of wastes in order to approve or recommend approval of acceptance of wastes into the sewer system;

Researches and recommends new, innovative environmental control methods of reducing pollutants entering the sewer system;

Meets with state and federal regulators/auditors for periodic program compliance inspections and audits to ensure compliance with all state and federal laws;

Supports the Combined Sewer Overflow Long Term Control Plan as directed;

Establishes Local Limits to control the prohibited discharge at specific sites;

Manages the Pretreatment Information Management System Database;

Coordinates with the Environmental Protection Agency and other federal and state agencies on discharge violations or investigations concerning criminal activities; may testify in court;

Assesses discharge violation penalties to industrial users.

MINIMUM QUALIFICATIONS

Possession of a bachelor's degree in civil, sanitary, chemical, or environmental engineering, environmental science, chemistry, microbiology or biology and five (5) years of experience in wastewater treatment or design of sewerage collection systems, and/or environmental investigations. Substitution(s): A master's degree in any of the above disciplines may be substituted for one (1) year of the required experience.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the regulations, guidelines, and standards of the Environmental Protection Agency's National Pretreatment Program; considerable knowledge of operation and maintenance methods for wastewater treatment facilities; considerable knowledge of the principles and theory of wastewater treatment operations; considerable knowledge of management and supervisory practices and principles; considerable knowledge of the laboratory methods used to analyze the chemical and biological components of wastewater and other environmental samples; considerable knowledge of the National Pollutant Discharge Elimination System permit issued to the City of Columbus as it pertains to stormwater monitoring, spill investigation, and the Illicit Connection/Illicit Discharge Program; general knowledge of the Clean Water Act and the Safe Drinking Water Act; general knowledge of budgetary practices and principles; general knowledge of computer database programs; ability to communicate effectively orally and in writing; ability to identify a problem, analyze information, and recommend solutions; ability to read, comprehend and write technical material; ability to evaluate current pretreatment methods; ability to develop and maintain effective working relationships with others.

Probationary Period:	365 days
Examination:	Noncompetitive

Class Code:	1932
Job Family:	Applied Sciences
EEO Job Category:	Professional
Compensation Plan:	CMAGE
Salary:	Range 34-35

Class established:	10-17-88
Current spec:	11-24-03
Commission action taken:	Revise
	Revise/Retitle (Pretreatment Program Coordinator 8/31/98)
Last reviewed:	11-24-03